1. Designation of minute-taker: Lisa Romero

2. The meeting minutes from the December 12 meeting were approved.

3. Discussion of staffing: The various library tasks (related to technical and public services) and relevant staffing levels were discussed. It was recommended that new position descriptions be developed for classified staff in SSHEL. Other factors relevant to the discussion include the following: SSHEL will be split into 2 separate physical spaces; both ESSL and AHS are currently busy units and will require adequate public service as well as security; Applied Health Sciences course reserves will be included in SSHEL, while ESSL course reserves will be relocated to centralized reserves; and there may be additional materials from BEL (Economics) relocated to SSHEL.

The group determined that the unit will need the following classified staff:
- 1 Office Manager
- 2 Circulation Supervisors (one for each physical space)
- 1-1.5 Staff member to process serial acquisitions and manage serial records
- 1 Staff member to process monographic acquisitions
- Possibly an additional staff member to compensate for the additional materials from BEL

The group determined that the unit will need librarians to serve as liaisons for the following subject areas:
- Education/Unit Head
- Anthropology/Sociology
- Applied Health Sciences
- Behavioral Sciences/Social Work/Psychology
- Biomedical
- Gender & Women’s Studies/Multicultural
- Library and Information Science
- Political Science/ Geography/ and possibly Economics depending on the final decision related to the Business Information Services NSM Team

The following duties/responsibilities would be integrated into the responsibilities of the full-time librarians who may have “lighter loads”:
- Web Coordinator
- Reference/GA Coordinator

Nancy has submitted a request for six 0.4FTE graduate student positions (2.4FTE) for FY13 (ESSL currently has five 0.4FTE GAs)
Graduate Assistants would have nighttime and weekend supervision responsibilities and would have 2 physical spaces to supervise.

The following issues were discussed with respect to student workers:
● ESSL is currently open 83.5 hours/week. We anticipate that the new unit will maintain the same number of hours.
● The new unit would require student workers for all hours of operation with the exception of M-F 8:30-9am.
● 2 students (1 for each desk) would be required for the circulation desks (100/101 Library) the entire time the library is open.
● A third student would be required for shelving, security and retrieving call slips the entire time the library is open.
● A fourth student would be needed from Sunday-Thursday between the hours of 7-11pm (or a similar time slot during the busy evening times) to assist with circulation, shelving, security and retrieving call slips.

The group may invite David Ward to the February 6 meeting to discuss the Reference New Service Model and how it relates to SSHEL.

Next meeting: January 23, 9am in room 428 Main Library. The group will discuss the remainder of the agenda (items 4-7).